

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P. O. BOX 942850  
Sacramento, CA 94250-5878

DATE: September 8, 2005

PAYROLL LETTER #05-012

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: JOHN R. HARRIGAN, Chief  
Personnel/Payroll Services Division

RE: **REVISED SALARY ADVANCES PAID/OFFSET REPORT STD 422**

Due to the implementation of the State Disability Insurance (SDI) Program the Salary Advances Paid/Offset Report STD 422 was revised to include the SDI subject gross and withholdings. When reporting salary advances for an employee and a payment type that is subject to SDI withholding please complete the SDI fields. If the employee or the payment type is not subject to SDI withholding leave these fields blank.

Effective September 12, 2005 the STD 422 will be a Fill and Print Standard eForm. The primary changes include fields for State Disability Insurance data and the submission of one form STD 422 per employee. Several other changes were made to enhance our document processing efficiency. We believe these changes will reduce the number of telephone calls made as well as the number of documents returned. The changes to the STD 422 include:

- Added 'Action', 'Employee CBID', 'State Disability Insurance Subject Gross' and 'State Disability Insurance Withheld' fields.
- Deleted 'Taxable Gross' field from the Totals Lines 24A and 24B.
- Moved 'Total Amount Payable To State Controller's Office' field to Line 24A, as this box must be completed when reporting the initial salary advance.
- Moved 'SCO Will Remit This Amount To Agency/Campus To Reimburse Revolving Fund' field to Line 24B, as this box must be completed when offsetting the salary advance.
- Rearranged, enlarged and renumbered the boxes.
- Modified the instructions to reflect the changes.

The Controller's Office will only accept the most current revised form. The cutoff date for submitting form STD 422 is the 10<sup>th</sup> of each month. Therefore, beginning September 12, 2005 please use the revised STD 422 (Rev 08/2005) when reporting salary advances paid/offset.

The new Fill and Print Standard eForm is available via the Internet on the Department of General Services web site at <http://www.osp.dgs.ca.gov/StandardForms/Default.htm>.

Revisions to the Payroll Procedures Manual are forthcoming. If you have questions regarding the completion of the form STD 422 please contact the W-2 Liaison at (916) 322-8100.

JRH:SW:PMAB